



## JOB DESCRIPTION: KITCHEN ASSISTANT SUPPORT

The Downtown Boxing Gym Youth Program ([www.DBGDetroit.org](http://www.DBGDetroit.org)) is a nonprofit after-school program for students ages 8-18. Through education, athletics, mentorship and intervention, the Downtown Boxing Gym (DBG) empowers Detroit students to become positive and productive members of society.

DBG is seeking a part-time Operations Support person to work in the kitchen area. This role reports directly to the Health & Wellness Manager. For consideration, please include a cover letter, resume and 3 references when applying for this position.

## COMPENSATION

**Job Type: Part-Time**  
**Pay: \$15.00 per hour**

**Schedule: Monday- Friday: 2:30 pm - 7:00 pm**

## RESPONSIBILITIES

- Assist Health & Wellness Coordinator with scheduled meal prep and service
- Prepare for cooking class
- Help keep an organized, clean and safe kitchen
- Complete ServSafe Food Handler Certification and other trainings up to date as required
- Assist with buffet service line
- Supervise cooking classes
- Receive/inspect and stock food deliveries
- The ability to work with children/mentor

## QUALIFICATIONS

- Educational Requirements: High school diploma or equivalent
- Ability to lift up to 50 lbs
- Standing for long periods of time.
- Get food handling card/certification within (90) days).
- Self Motivated.
- Current Driver's License to pass background check
- Ability to communicate clearly and effectively
- Comfortable working with GPS and other technology
- Ability to work collaboratively with team members, volunteers and others
- Experience working with a diverse and high-needs student population
- Time management skills required
- Organizational skills required
- Ability to adapt to change quickly.
- Be respectful of all staff, students, family and our community
- Able to rapidly adapt to changing situations



**At DBG we go above and beyond,  
not because we have to, but because we want to!**